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PAGE 01

IN 316449

TOR:251134Z JUL 74

21359

25X1A6a

S E C R E T 251012Z JUL 74 STAFF

CITE 21359 25X1A6a

TO: DIRECTOR,

ADMIN PERS

REF: A. DIRECTOR 577343

25X1A6a

B. 21192 C, 296376

1. WHILE THE SELECTION OF A MALE CANDIDATE WOULD HAVE BEEN HIGHLY DESIREABLE, APPRECIATE SCARCITY OF SUCH AND WILL BE MOST PLEASED WITH COMPETENT FEMALE REPLACEMENT,

25X1A9a 2. 25X1A2g WISHES POINT OUT THAT HIS 25X1A2g DUTIES REQUIRE HIS FULL ATTENTION, OFTEN NECESSATING CONSIDERABLE OVERTIME. WHILE HE SERVES AS THE STATION ADMINISTRATIVE OFFICER AND FREQUENTLY PERFORMS ADMIN DUTIES HIMSELF, HE PRINCIPALLY PROVIDES GUIDANCE TO 25X1A9a WHO ACTUALLY PERFORMS THE DUTIES.

3. THE ONLY LESSENING OF ADMIN DUTIES RESULTANT FROM CREATION 25X1A6a STATION IS THE ELIMINATION OF THE TWO-THREE DAYS WORK EACH MONTH WHICH HAS BEEN SPENT ON AUDITING AND POSTING OF 25X1A6a ACCOUNTING. THE OTHER DUTIES (SEE PARA 2, REF B) CURRENTLY PERFORMED BY 25X1A9a WOULD HAVE TO BE ABSORBED 25X1A9a BY 25X1A9a AND THE NEW INCUMBENT OF POSITION 0583.

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PAGE 02-02

IN 316449

TOR:251134Z JUL 74

25X1A6a

21359

25X1A1e



5. IN RECOGNITION OF THESE REQUIREMENTS FOR THE NEW POSITION,
WE DO NOT BELIEVE THAT THE POSITION CAN BE ADEQUATELY STAFFED WITH
ANYONE LESS THAN A GS-9 LEVEL, AND STRONGLY RECOMMEND THAT THE
POSITION BE GRADED ACCORDINGLY. E2 IMPDET.